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20 JUN 1969

MEMORANDUM FOR: Deputy Comptroller

SUBJECT : Extended Use of the Common Index Number

1. PROBLEM

To apply the Common Index Number to confidential funds payrolls.

2. FACTS BEARING ON THE PROBLEM:

- a. At present, the Finance Division assigns a separate payroll number to each employee and utilizes this number throughout its payrolling activities, including documents relating to payrolls transmitted to field stations. This payroll number

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- b. The Office of Personnel assigns a number to each new Agency staff employee and certain other personnel for identifying such employee in personnel actions and records maintained affecting him. This number, which has become identified as the Common Index Number, has been applied in the Office of the Comptroller to vouchered funds payrolls, with the approval of the Management Staff, Office of Security, Central Cover Division, and Office of Personnel. In connection with preparations now being made to program Agency procedures for processing under the RCA 501 Computer now on order, the use of the Common Index Number becomes increasingly important since it facilitates

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the direct utilization of data reflected on documents prepared in the Office of Personnel in the payroll operations without manual key-punching.

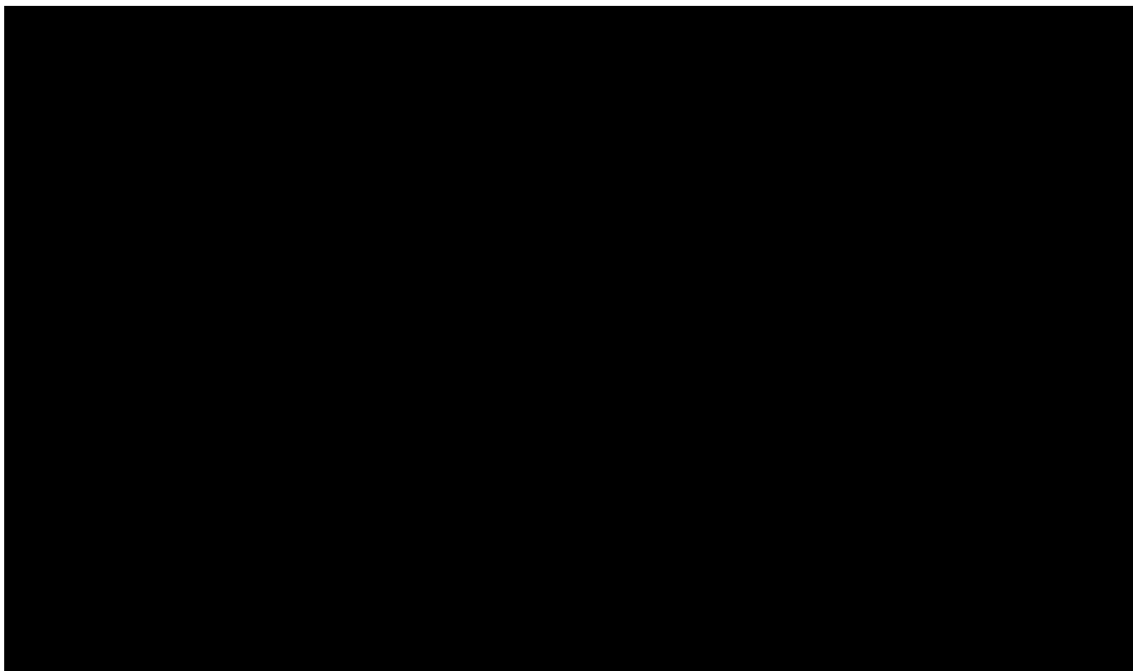
- c. Other advantages of the use of the Common Index Number are enumerated in TAB A, attached. These advantages, to the extent applicable to vouchered funds payrolls, have been achieved, and the application of the Common Index Number principle to confidential funds payrolls would result in their applying to all payrolling operations performed at headquarters.

3. CONCLUSIONS

The Common Index Number could be adopted for all personnel payrolled from confidential funds, as follows:

- a. Extend the use of the Common Index Number assigned by the Office of Personnel as the payroll number to all payrolling purposes in the Office of the Comptroller. For those personnel for whom the Office of Personnel does not assign a Common Index Number, either arrange for such an assignment by the Office of Personnel or provide for the Finance Division to assign a number to be used in the same manner as a Common Index Number for payrolling purposes.

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4. ACTION RECOMMENDED:

It is recommended that the use of the Common Index Number be adapted to confidential funds payroll activities in accordance with the procedure outlined in paragraph 3 above.

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Chief, Technical Accounting Staff

Attachment:
TAB A

CONCUR:

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[Redacted Signature]

Deputy Comptroller

25 Sept. 1959

Date

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[Redacted Signature]

Chief, Management Staff

1 Sept. 1959

Date

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[Redacted Signature]

Director of Security

4 Sept. 1959

Date

*

SSA-DB/S

Date

* See attached memo from SSA DB/S, dtd 22 Sept. 59

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